

# Management Advisory Group Progress Report

**Sandra D. Bowen,  
Secretary of Administration  
Fall Agency Head Meeting**



# **Management Advisory Group**

## **Progress Report**

### **Participants Designated by Secretaries:**

- **Agency Heads from Central Agencies**
- **Seasoned Agency Heads**
- **New Agency Heads**

# **Management Advisory Group**

## **Progress Report**

### **Purpose:**

- **Discuss Broad Management Issues of Interest to Agencies**
- **Help Identify Ways to Enhance the Management of State Government**
- **Forward Key Issues for the Consideration of the Chief of Staff**

# **Management Advisory Group**

## **Progress Report**

### **Current Focus Areas:**

- **Agency Communication**
- **Master Calendar**
- **Management Scorecard**

# **Management Advisory Group**

## **Progress Report**

### **Agency Communication**

- **Multiple requests to agencies**
- **Non-descript list serve format**
- **Agency Head Meetings**

# **Management Advisory Group**

## **Progress Report**

### **Master Calendar**

- **Web-based Calendar**
- **Longer-range focus regarding deliverables due**
- **Calendar will assist with the allocation of resources**

# **Management Advisory Group**

## **Progress Report**

### **Management Scorecard**

- **Shaped the development of the Management Scorecard**
- **Requested Scorecard form available on Virginia Results site**
- **Requested a clearer link of the Scorecard to the Executive Agreement**

## March 2003

### Commonwealth of Virginia MASTER CALENDAR

Dates are subject to change. Some agencies may vary pay days and holidays.

☐ Pay day ☐ Holiday

### Key Dates

- **Mar 1—EDR** Submit Grievance and Disciplinary Action Report
- **Mar 1—DHRM** CommonHealth weight management campaign begins
- **Mar 1—DHRM** Last day to submit new CVC charity recommendations
- **Mar 1—DHRM** Last day to submit articles for *Commonwealth Currents*
- **Mar 5—DHRM** Submit Applicant Flow data for prior month
- **Mar 7—VITA** Project Manager Dashboard Status Reports due
- **Mar 10—DHRM** Submit Employee Position Report
- **Mar 11—VITA** Agency Head approval of Dashboard Status Reports due
- **Mar 13—GA** Sine die
- **Mar 15—DGS** Issues instructions for Semi-Annual Capital Outlay Progress Report
- **Mar 17—DHRM** Review and submit PMIS transactions for EEO 4 Report
- **Mar 17—VITA** Secretariat evaluation of Dashboard Status Reports due
- **Mar 17—VITA** CIO issues ITSP update guidance
- **Mar 23—VITA** Mandatory Commonwealth PM Overview Training in Richmond
- **Mar 31—DHRM** Last day for nominations for Governor's Awards and Ambassadors
- **Mar 31—DHRM** *Commonwealth Currents* published on-line
- **Mar 31—DHRM** *Workplace Safety & Health Newsletter* published on-line

### Agency Action Dates

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						<b>1</b>
<b>2</b>	<b>3</b> EDR-Actions	<b>4</b>	<b>5</b> DHRM-Applicant Flow	<b>6</b>	<b>7</b> VITA-Dashboard	<b>8</b>
<b>9</b>	<b>10</b> DHRM-EPR	<b>11</b> VITA-Dashboard	<b>12</b>	<b>13</b>	<b>14</b>	<b>15</b>
<b>16</b>	<b>17</b> DHRM-EEO 4	<b>18</b>	<b>19</b>	<b>20</b>	<b>21</b>	<b>22</b>
<b>23</b>	<b>24</b>	<b>25</b>	<b>26</b>	<b>27</b>	<b>28</b>	<b>29</b>
<b>30</b>	<b>31</b> DHRM-Gov Awards					



# Leadership Communiqué

Focusing on the Business of Government

New Ideas ♦ New Strategies ♦ New Solutions



## In This Issue . . .

- **Governor Warner's Birthday!**
- **The registrar strikes again.**
- **Decision Brief deadline is extended!**

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